

## **Protocols and Guidelines for Renters**

Renters wishing to book space should contact the Artistic Director via email at [kay@kingstonschoolofdance.ca](mailto:kay@kingstonschoolofdance.ca) to inquire about availability.

Based on renter party size, they might be required to submit a formal rental agreement that expands on the guidelines set out below. For groups of 5 or more, KSD requires renters to provide insurance information.

Renters will be required to submit the agreement prior to their rental being approved. Payments can be made in advance or on the spot before rental start time.

Rental payments are non-refundable unless the booking must be cancelled as a result of illness or injury.

# Protocols and Guidelines for Renters

## RENTAL PRICING

Note: these rates are for **rehearsals only**. Further information will be required for rentals purposes such as filming, classes, workshops, presentations, and commercial projects.

**Studio A** with sprung Marley Flooring - \$25 (Artist/Student Rate) per hour

**Studio B** with sprung Wooden Flooring - \$20 (Artist/Student Rate) per hour

Please note:

- These rates are for **rehearsals only**
- Marking footwear (i.e. street shoes, tap shoes) are only permitted in **Studio B**

## RENTAL USER GUIDELINES

All rentals must be paid in advance via electronic transfer to [billing@kingstonschoolofdance.ca](mailto:billing@kingstonschoolofdance.ca) or paid directly at the studio via Debit, cash, or cheque.

Renters must arrive no more than 10 minutes before their scheduled start time.

Capacity Limits:

Studio A - 50 people max

Studio B - 30 people max



# Studio A





# Studio B





## Protocols and Guidelines for Renters

We suggest that studio doors remain open to allow more air flow into the spaces and to reduce the spread of bacteria via door handles and push bars.

Thermostats have been programmed at optimal settings for maximum fresh air return and are not to be adjusted by renters.

### **Keeping the Space Clean:**

The studio, washrooms, break room, and lobby are cleaned thoroughly each morning (including all high-touch surfaces and studio floors).

Spray bottles with alcohol and paper/cloth towels are available in both the studios and so that if renters would like to do so, they may sanitize any high touch surfaces at the start and end of their time. Only bottled water and beverages are allowed in studios.

Meals and snacks are to be consumed in the lobby or the break room while seated. There is no food allowed in the studios.

Outdoor shoes are to be removed and placed on designated mats near the doors of each studio. No bare feet allowed outside of the studios.

# Protocols and Guidelines for Renters

## **Responsibilities of the Renter:**

Unannounced visitors are not permitted. Please respect that the lobby is a public space and others may also be using it.

Please leave the studio as tidy and clean as you found it.

Please ensure you wear clean, non-marking footwear.